

**ATTORNEY DATABASE INFORMATION
For Newly-Admitted Attorneys**

The Clerk's Office maintains a computerized database of attorneys admitted in the District. To ensure the data we enter for you is correct, please fill out the form below and submit it with your other papers when you are admitted. Our local rules require you to report name, firm affiliation, office address or phone number changes within 30 days.

Attorney Database Input Sheet

Please print. If you use two surnames or have a hyphenated surname, please indicate how you would like the name entered into our records, i.e., first surname as middle name, both surnames in last name field, etc.

First Name: _____

Middle Name or Initial: _____

Last Name: _____

Firm: _____

Address: _____

Suite: _____

City: _____ State: _____ Zip: _____ - _____

Phone: _____ - _____ - _____ FAX: _____ - _____ - _____

Bar ID Number: _____ ****Required**

Date Applied: _____ / _____ / _____ Date Admitted: _____ / _____ / _____

Method of Admission: _____ (petition, certificate of
good standing, pro hac vice)